

Instructions to the Traveler

Updates on the Treatment and Supportive Care of Veterans with Hepatitis C

TRACE Project No. 01.HCVC.A

Location Hilton San Francisco & Towers
333 O'Farrell Street
San Francisco, CA 94102-2116
Phone: (415) 771-1400
FAX: (415) 771-6807

Registration Hours Wednesday, September 19, 2001 from 5:00 p.m. – 8:00 p.m.
LOCATION: Plaza A/B Foyer
Late Registration: Thursday, September 20, 2001 from 7:30 a.m. – 8:00 a.m.

Training Begins Thursday, September 20, 2001 at 8:00 a.m.

Training Ends Friday, September 21, 2001 at 12:30 p.m.

Travel Information

1. Your travel clerk will need to prepare your travel authority (SF3036).
2. Obtain your travel authority (SF3036) and advance of funds.
3. Obtain a traveler's itinerary worksheet from your travel clerk.
4. Please ***do not*** schedule your return flight home less than two hours following the conclusion of the conference.

Funding Your facility is responsible for funding your attendance at this conference.
Please contact your travel clerk.

*Logistical
Questions* Bob DeGunia
Program Support Assistant
Employee Education System
St. Louis, MO
(314) 894-6543

Lodging A block of sleeping rooms have been set aside for the Department of Veterans Affairs at the Hilton San Francisco to arrive on Wednesday, September 19, and depart on Friday, September 21, 2001.
Please call the hotel at (415) 771-1400 to make and guarantee your reservation BY FRIDAY, August 17, 2001. Reservations received after the cutoff date will be accepted upon availability. When calling the hotel, please identify yourself as being with the “**Department of Veterans Affairs-Hepatitis C**” to receive the group rate. In order to secure your reservation, a major credit card number or one night’s deposit is required. All credit cards used to prepay will be **charged immediately**. If you need to cancel your reservation, please do so prior to 72 hours of arrival date, otherwise your credit card will be charged one night lodging plus tax. Single room rate is \$159.00 (San Francisco County), plus 14.05% tax. In order to waive the tax, please present the attached exempt form along with government travel orders or government credit card at check-in. However, under new federal travel regulations, taxes paid on lodging have now been removed from the lodging rate and are reimbursable as a miscellaneous expense when you file your travel claim.
An additional energy surcharge of \$3 is being charged for each night. This charge is reimbursable as a miscellaneous expense on your travel voucher.
The hotel check-in time is 2:00 p.m. and checkout time is 12 noon. You may choose to bring a sweater or jacket since the meeting rooms are cold at times. Dress will be business casual.

Parking Self-parking and valet parking is available at approximately \$30 a day with in/out privileges.

Ground Transportation Transportation from/to the Airport can be obtained by Super Shuttle (blue colored mini-vans) at approximately \$12 one way. This service is located at the baggage claim area and stops at other hotels. For return back to the airport, please schedule your departure time 24 hours in advance with the transportation desk located at the hotel or call 415-558-8500. Another transportation service is the SFO Airporter Bus providing service to and from the airport at 20 minute intervals. This cost is currently \$12 one way. The buses stop and pick-up from the Mason Street side of the hotel.
A cab cost approximately \$35 one way.

Hotel Information The hotel offers several eating options. The Café is an open air restaurant serving breakfast, lunch and dinner located in building 3, lobby level; The Daily Cup is a quick meal or take-out for breakfast and lunch located on the lobby level of Building 3; Cityscape serving dinner nightly and a breathtaking view of San Francisco located in building 1, 46th floor; Lobby Bar featuring light meals; Intermezzo featuring pastas, pizzas, salads, tarts and coffees located near the lobby bar and Kiku of Tokyo featuring Japanese cuisine located in building 3, lobby level.

The cable car line and Bart are located two blocks from the hotel at Union Square. In addition, the Hilton is surrounded by the city’s finest shops, theaters and restaurants.